Extent

12 folders, approximately 1,212 pages

Summary

Diane Limo was the Special Assistant and Office Manager for the First Lady’s operations in the Old Executive Office Building from June 1993 to February 1994. Her duties included ensuring proper protocol for official events, routing incoming faxes and ensuring the smooth operation of the First Lady’s office. This collection consists of event protocol forms that detail seating arrangements, music, food and drink requirements, and press accommodations for events at the White House from June 1993 to February 1994. The series also contains office fax logs and interoffice staff memorandums from the Office of the First Lady.

Scope and Content Note

Diane Limo was the Special Assistant and Office Manager for the First Lady’s operations in the Old Executive Office Building from June 1993 to February 1994. Her duties included ensuring proper protocol for official events, routing incoming faxes and ensuring the smooth operation of the First Lady’s office. This series contains event protocol forms that detail seating arrangements, music, food and drink requirements and press accommodations for events at the White House. The series also contains office fax logs and interoffice staff memorandums.

Record Type

Textual

System of Arrangement

Records of this series were found in Clinton Presidential Records: White House Staff and Office Files, First Lady’s Office. This series is arranged alphabetically and chronologically by title.

Access

Collection is open to all researchers. Access to Clinton Presidential Records is governed by the Presidential Records Act (PRA) (44 U.S.C. Chapter 22, as amended) and the Freedom of Information Act (FOIA) (5 U.S.C. 552, as amended) and therefore records may be restricted in whole or in part in accordance with legal exemptions.

Copyright

Documents in this collection that were prepared by officials of the United States government as part of their official duties are in the public domain. Researchers are advised to consult the copyright law of the United States (17 U.S.C. Chapter 1) which governs the making of photocopies or other reproductions of copyrighted material.

Provenance

Official records of William Jefferson Clinton’s presidency are housed at the Clinton Presidential Library and administered by the National Archives and Records Administration (NARA) under the provisions of the Presidential Records Act (PRA).

Processed by

Staff Archivist, 2013. Previously restricted materials are added as they are released.

Container List

View all digitized files in the National Archives Catalog (NAC)

The following is a list of folders processed:
Box 1
Clinton Presidential Records: White House Staff and Office Files
First Lady's Office
Limo, Diane
Event File [June 1993 to October 1993] [1] [OA/ID 2954]
Event File [June 1993 to October 1993] [2] [OA/ID 2954]
Event File [June 1993 to October 1993] [3] [OA/ID 2954]
Fax Logs [September to October 1993] [OA/ID 2954]
Fax Logs [November to December 1993] [OA/ID 2954]
Fax Logs [January to March 1994] [OA/ID 2954]
Fax Logs [April to June 1994] [OA/ID 2954]
Box 2
Staff Distribution [January February 1994] [1] [OA/ID 2954]
Staff Distribution [January February 1994] [2] [OA/ID 2954]
Staff Distribution [January February 1994] [3] [OA/ID 2954]
Staff Distribution [January February 1994] [4] [OA/ID 2954]
Staff Distribution [January February 1994] [5] [OA/ID 2954]

Content Available Online